

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

**For Legislative Counsel Use Only**

\_\_\_\_\_ **Date Received** \_\_\_\_\_ **Complete** **Incomplete (Date**  
**returned:** \_\_\_\_\_ **)**

\_\_\_\_\_ **Date of Department Consultation** \_\_\_\_\_ **Date of**  
**Finance Department Consultation** \_\_\_\_\_

**Commissioner Notified:** Yes \_\_\_\_\_ No If No, Why? \_\_\_\_\_

**Legislation Required**

Yes \_\_\_\_\_ No \_\_\_\_\_  
Ordinance \_\_\_\_\_

**Legislation Type**

Resolution \_\_\_\_\_

**Amends the Code**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Blueback Prepared**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Commissioner Signature**

**Date Submitted:** \_\_\_\_\_

**Department Submitting Request:** \_\_\_\_\_

**Person Submitting Request:** \_\_\_\_\_

**Extension:** \_\_\_\_\_

**Bureau/Division Manager:** \_\_\_\_\_

**Extension:** \_\_\_\_\_

**Requesting preliminary meeting with Legislative Counsel attorney?** ☐  
Yes ☐ No

**Subject Matter of the Meeting** \_\_\_\_\_

**Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):**

**If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. All non-conforming requests must have Commissioner approval.**

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**Part I: Legislative Request Form:**

**Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative\_Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.**

**1. What is the purpose of this legislation? (check one)**

- ☐ Accept a grant or donation
- ☐ Amend budget
- ☐ Amend Code of Ordinances
- ☐ Amend Contract
- ☐ Anticipate funds
- ☐ Appropriate funds
- ☐ Apply for a grant or donation
- ☐ Authorize/renew Contract
- ☐ Fines/penalties
- ☐ Human Resources related
- ☐ Make a purchase
- ☐ New project
- ☐ Procuring goods
- ☐ Procuring services
- ☐ Other, please explain

☐ Please describe in detail the purpose of your legislation?

☐ If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract:

Contract Term (months/yr):

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**2. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).**

**3. If there is an existing process, will this legislation impact that process? How?**

**4. Please explain and estimate any financial impact on the City or your Department.**

- ☐ Will the City need to appropriate or transfer funds to accomplish this purpose?
- ☐ Has this purpose already been set forth in the budget?
- ☐ Will there be a fee or charge assessed by the City?
  - o If so, how much?
  - o How was the fee or charge determined?
- ☐ What FAC #'s are needed for this legislation? Also, please provide the associated amounts.
- ☐ Is a grant required for this legislation? ☐ Yes ☐ No
  - If so, is a matching grant required? ☐ Yes ☐ No
- ☐ Will there be an increase or decrease in personnel?
  - o Has HR been made aware of the need for personnel changes? ☐  
Yes ☐ No  
If so, who is the contact person? \_\_\_\_\_ at extension \_\_\_\_\_
  - o Will positions be created or abolished?

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- ☐ Will additional resources be required to achieve this purpose?
  - o If yes, what are those resources?
  - o Has the Department estimated the cost of those resources?
  
- ☐ Will revenue be generated for the City?

**5. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).**

**6. Is this a computer/technology purchase? ☐ Yes ☐ No**  
**If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.**

**Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.**

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)\_

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**B. To be completed by the department :**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

**3. If Applicable/Known:**

**(a) Contract Type (e.g. Professional Services, Construction Agreement, etc):**

**(b) Source Selection:**

**(c) Bids/Proposals Due:**

**(d) Invitations Issued:**

**(e) Number of Bids:**

**(f) Proposals Received:**

**(g) Bidders/Proponents:**

**(h) Term of Contract:**

**4. Fund Account Center:**

**5. Source of Funds: *Example: Local Assistance Grant***

**6. Fiscal Impact:**

***Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.***

**7. Method of Cost Recovery:**

***Examples:***

***a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.***

***b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.***

**This Legislative Request Form Was Prepared By:**